



City of Tempe

DEPUTY CITY MANAGER – CHIEF OPERATING OFFICER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	048	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$165,154
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$221,848
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrators
<i>Physical:</i>	No		

***This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.*

REPORTING RELATIONSHIPS

Receives administrative direction from the City Manager.

Exercises direct supervision over Department Managers and other administrative, professional and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Seven (7) years of leadership experience in a municipal government, including a minimum of five years of responsibility for developing, implementing, and managing goals and objectives with significant organizational impact.
<i>Education:</i>	Equivalent to a bachelors degree from an accredited college or university with major course work in business administration, public administration or a degree related to the core functions of this position. A master's degree is highly preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To work through and with Department Managers to establish and maintain a receptive, supportive environment which encourages and applauds creativity, innovation and flexibility at all levels throughout the City; to assist city management to shape, define and realize the organizational aspirations, mission and culture; serve as a visible leadership presence to encourage, develop and support Department Managers in providing

visionary, innovative, and service driven leadership to city customers and staff; to evaluate proposed actions for potential positive benefits and unforeseen consequences to the city and its citizens; to participate in complex and sensitive negotiations and special projects for the City Manager; to facilitate and coordinate projects, activities and goals with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide visionary, innovative leadership to Department Managers and city staff which reflects and supports the City's organizational culture, mission and objectives; assist city management to shape, define and realize goals and objectives.
- Develop actions, procedures and habits that encourage interdepartmental cooperation and reduce barriers between departments.
- Encourage Department Managers and the management team to evaluate and prioritize individual and team goals within the context of the City's organizational goals, objectives and commitment to service; provide visible leadership presence citywide to promote and encourage innovation, creativity and service as the organizational mission.
- Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.
- Assist in developing, defining, planning and implementing goals and objectives for the City; recommend and administer policies and procedures.
- Direct, supervise and review the activities and operations of the City Manager's Office; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council.
- Conduct research and develop recommendations on City-wide work methods, operating policy and procedures, programs, services, and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and other correspondence.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.
- Represent the City Manager at meetings by making presentations to explain program or project status; answer questions or arrange for compilation of data to assist in decision making process.
- Administer specific program activities by planning, organizing and supervising activities; establish and implement, with approval, operating policies and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Participate in the development and administration of the City Budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Oversee the development, preparation and distribution of City publications including pamphlets, brochures and handbooks.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 2002

Revised July 2002 (Range Changed)

Revised July 2014 (title change)

